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MEMORANDUM FOR THE RECORD

SUBJECT: Status of PMCD Survey

1. OP/PMCD conducted a survey of the Office of Finance during the period March to April 1974.

2. The Office of Finance submitted its desired staffing pattern to the Office of Personnel and PMCD, upon concluding the initial survey, ~~and~~ recommended structural changes as well as a number of changes in grade levels.

3. The Administrative Officer met with the PMCD representatives and exchanged views with respect to many of the positions questioned by PMCD. As a result of these discussions, compromises were attained and grade levels were established which were agreeable to both parties. Upon conclusion of these discussions, the only matters remaining to be resolved were: (a) the merger of the Executive Officer and Special Assistant positions; (b) the structure and grade levels of the Data Base Management Branch and the Analysis Branch; (c) the proposed down-grading of two GS-14 positions in CSAD; and (d) the grade level of the Administrative Officer's position.

4. The PMCD representatives met with the DD/Finance and as a result of this meeting agreed to accept the Office's position with respect to formal structure and also agreed to the GS-14 grade for the Administrative Officer. In addition, PMCD agreed to re-survey the Data Base Management (DMB) positions, the Analysis Branch (AB) positions and the 14 jobs in CSAD. Upon conclusion of the re-survey and subsequent discussions with the DD/Finance, PMCD agreed to the structure and grade levels as originally requested for DMB and AB. PMCD also stated that the Office of Finance would be allowed to retain the two 14 jobs in CSAD; however, they indicated that they would earmark their controls to indicate that another review is to be conducted in approximately 9 months to ascertain whether or not the 14 jobs were justifiable.

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5. A final matter was brought up at this meeting. The PMCD representatives questioned the need for 4 GS-14 slots in the Plans Staff. It was agreed that [redacted] would have subsequent discussions with [redacted] regarding the three existing 14's in the Plans Staff and would also discuss Mr. [redacted] duties and responsibilities (the 4th 14 position) with him in order to ascertain the proper grade level for this job.

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6. Compromises agreed to between the Administrative Officer, C&T and C&L Division Chiefs, and the PMCD representatives satisfied the majority of the problems identified as a result of the survey. The re-survey of the DMB and AB took care of the PMCD reservations with respect to structure and grade levels of these activities. The two CSAD jobs will probably be resurveyed in about nine months. As indicated above, only the four positions in Plans Staff at the GS-14 level remain in question and Mr. [redacted] is to discuss these positions with Mr. [redacted] of PMCD.

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Executive Officer
Office of Finance

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